

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Rod Carrier
DEPARTMENT: Surveyor
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: LTC (Labor, Trades and Crafts)

DATE WRITTEN: May 2021
DATE REVISED:

STATUS: Part-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Rod Carrier for the LaPorte County Surveyor, responsible for a variety of labor tasks.

DUTIES:

Observes and reads exact survey data taken during field work and records data in appropriate log books or permanent record system.

Assists in a variety of field duties relative to land surveys, drainage studies, construction projects, and other activities.

Answers telephone and greets office visitors, determines nature of call or visit, answers inquiries and provides assistance, takes messages, or routes to appropriate person or agency.

Periodically makes large format and other document copies.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED.

Working knowledge and experience with aspects of land surveying either through on-the-job training or relevant experience.

Ability to apply knowledge of people/locations and plan/layout assigned work projects.

Ability to read/interpret prints, sketches, layouts, specification, and maps and perform simple arithmetic calculations.

Ability to safely operate, protect, and maintain a variety of hand and/or power tools, such as hammer, screw drivers, wrenches, shovel, machete, steel tape, and post hole digger.

surveyor/rodcarrier

Ability to safely operate, protect, and maintain a variety of machinery/equipment, such as cutting torch, sight rods, leveling rods, tripod, scale, and other surveying equipment.

Ability to use standard office equipment, such as computer, calculator, copy machine, telephone, scanner, and computer-aided design and drafting (CADD).

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Department of Natural Resources, Federal Emergency Management Agency, Indiana Department of Environmental Management, Indiana Department of Transportation, contractors, surveyors, engineering firms, and members of general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work both alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral and written form.

Ability to occasionally work extended hours.

Ability to perform physical requirements of essential duties.

Possession of a valid Indiana operator's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties which are moderately complex according to both general and specialized instructions. Incumbent is responsible for maintaining and operating equipment in an appropriate and safe manner.

Incumbent reports directly to the Party Chief, Office Deputy, County Surveyor.

III. PHYSICAL EFFORT:

Incumbent performs duties requiring moderate physical exertion, such as lifting/carrying objects weighing between 25 and 50 pounds, walking on uneven terrain, pushing/pulling of equipment and tools, crouching/kneeling, bending, reaching, driving, close/far vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering objects.

IV. WORKING CONDITIONS:

Incumbent performs majority of duties in a standard office and in the field. Incumbent is exposed to extreme temperatures and inclement weather, various chemical and their fumes, dust, and dirt.

Incumbent may occasionally be required to work extended hours.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Rod Carrier for the LaPorte County Surveyor describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name